



A: Division: **INSTRUCTIONAL**

Date: **NOVEMBER 2000**

B: Department/
Program Area: **LANGUAGE, LITERATURE AND
PERFORMING ARTS
PRINT FUTURES**

New Course

Revision

If Revision, Section(s) Revised: **D, H, J, M, N, O, P, Q, R**

Date Last Revised: **NOVEMBER 1997**

C: **PRFU 400**

D:

WORK EXPERIENCE

E: **6**

Subject & Course No.	Descriptive Title	Semester Credits									
<p>F: Calendar Description: This course prepares students for a professional writing career by providing relevant field-based experience. It enables them to use new research, editing, layout and design, writing, and interpersonal skills in a work environment. Through professional supervision, students can adapt and adjust their new-found skills to a higher standard while making valuable employment contacts.</p>											
<p>G: Allocation of Contact Hours to Types of Instruction/Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p style="text-align: center;">Field Experience/Practicum</p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p style="text-align: center;">180/40 = 220 per semester</p> <p>Number of Weeks per Semester: 14</p>	<p>H: Course Prerequisites: Two of the following: CRWR 202, CMNS 218, PRFU 230, PRFU 310, PRFU 350 OR PERMISSION OF COORDINATOR</p>										
	<p>I: Course Corequisites:</p> <p style="text-align: center;">NONE</p>										
	<p>J: Course for which this Course is a Prerequisite:</p> <p style="text-align: center;">PRFU 495</p>										
	<p>K: Maximum Class Size:</p> <p style="text-align: center;">15</p>										
<p>L: PLEASE INDICATE:</p> <table style="width: 100%;"> <tr> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 80%;">Non-Credit</td> <td style="width: 10%;"></td> </tr> <tr> <td><input type="checkbox"/></td> <td>College Credit Non-Transfer</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>College Credit Transfer:</td> <td></td> </tr> </table> <p style="text-align: center;">Requested <input checked="" type="checkbox"/> Granted <input type="checkbox"/></p> <p>SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)</p>			<input type="checkbox"/>	Non-Credit		<input type="checkbox"/>	College Credit Non-Transfer		<input checked="" type="checkbox"/>	College Credit Transfer:	
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M: Course Objectives/Learning Outcomes

Students will:

- a. apply skills and strategies developed in their previous courses in a workplace situation in which they will be expected to function as professional writers in a production team;
- b. be in a work situation in which they will take direction, achieve consensus, produce documents, and meet deadlines;
- c. make a valuable “networking” contact;
- d. have a valuable work experience to add to their resumes and a valuable product to begin their portfolio;
- e. draw a link between a theoretical foundation and a practical application of skills;
- f. acquire an experiential basis for curriculum in subsequent terms.

N: Course Content

1. Work Experience Preparation

The student will:

- a. submit resumes appropriate for professional writers - traditional and e-mail
- b. meet with the work experience faculty member to discuss individual professional goals
- c. apply for posted positions or arrange work experience acceptable to the program
- d. demonstrate suitable job-search techniques, including telephone and interview skills.

2. During the Work Experience

The student will:

- a. perform the duties assigned by the site supervisor of the work experience
- b. work within the organizational expectations for hours, days of work, and dress code
- c. ask for feedback for continued learning
- d. arrange for meeting of supervisor and work experience faculty member
- e. participate in all assigned relevant tasks
- f. assist in the production of appropriate workplace documents under the direction of the workplace supervisor
- g. produce documentation as required according to specific restraints and timelines
- h. demonstrate an ability to establish effective working relationships with co-workers and supervisors
- i. assume responsibility for contacting the work experience faculty member if issues or concerns arise.

3. Upon Completion of the Work Experience

The student will write a two-part report of approximately 15 to 20 pages on the work experience. The first part of the report will be descriptive and will focus on the organization. The second part of the report will be self-reflective and will focus on the learning of the individual student. Before writing the report, the student will submit a one-to-two-page report proposal to the work experience faculty member for approval.

Part 1: The Workplace

- a. description of the organization (such as mandate, management structure, policies and procedures, client or customer base, and philosophy and goals)
- b. the work-experience student's role and responsibilities, a job description, and overview of assigned tasks
- c. the role of a professional writer within the organization (such as typical projects, approval

processes, range of responsibilities, expectations, and access to technology)

O:	<p>Methods of Instruction</p> <p>Site supervisor will provide tasks and will supervise and evaluate student performance. Work experience faculty member will meet with individual students to discuss work experience plans and review necessary documentation (such as cover letters and resumes) and procedures. Ongoing support will be provided by e-mail and telephone.</p>
P:	<p>Textbooks and Materials to be Purchased by Students</p> <p>None.</p>
Q:	<p>Means of Assessment</p> <p>The student will be evaluated on a Mastery/Non-Mastery basis. This will include the following criteria:</p> <ol style="list-style-type: none"> 1. Student, site supervisor, and faculty member will participate in the evaluation process. 2. Site supervisor will evaluate student's work, attendance, and attitude. A Practicum Program Guide and Practicum Evaluation booklets are provided to employer. 3. The work experience faculty member will make one site visit and do an evaluation during the practicum. 4. Required hours and work production must be met to receive a Mastery grade. 5. The work experience faculty member will evaluate the student's written final report.
R:	<p>Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>Yes.</p>

Course Designer(s)

Education Council/Curriculum Committee Representative

Dean/Director

Registrar